



LEON CARES

Individual Assistance Program

OVERVIEW: The Leon CARES Individual Assistance Program will provide assistance to Leon County households (including within the City of Tallahassee) that are experiencing financial difficulty due to COVID-19. Eligible households may receive up to \$3,000 in one-time assistance to support past-due rent, mortgage, and utility bills. The funds will be provided directly to the landlord, property manager, mortgage company, or utility company on behalf of eligible applicants. For mortgage assistance, the applicant's home must be homesteaded.

APPLICANT ELIGIBILITY: To be eligible, applicants must meet the following program requirements:

- A full-time Leon County resident for each of the past twelve (12) consecutive months
- 18 years old or older
- Verify loss of income of at least 25% between March and December 2020 due to COVID-19 by at least one member of the household
 - ▶ Examples: Unemployment benefits, Company layoff letter, or Certification of income loss from the employer
- Worked an average of at least 30 hours per week between March 1, 2020 and the application date, or prior to being laid off, furloughed, or experiencing reduced work hours due to COVID-19
- Verify financial difficulty with rent, mortgage, and/or utility payments
- Have a household income that is at or below 80% of the area median income, based on household size as shown in the chart below.

Number in Household	80% Income Limit
1	\$40,750
2	\$46,650
3	\$52,350
4	\$58,150
5	\$62,850
6	\$67,500
7	\$72,150
8	\$76,800

ELIGIBLE EXPENSES: Eligible applicants may receive up to \$3,000 in one-time assistance per household for past due rent, mortgage, and utility payments. An applicant may receive financial assistance for both past due housing and utility payments, so long as the total of past-due payments do not exceed the \$3,000 maximum limit.



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WHAT YOU WILL NEED TO APPLY: Beginning on Monday, August 17, 2020, Leon County residents can register and apply online at www.LeonCountyCARES.com. You will need the following documents to upload when applying:

- Proof of Residency and Age
 - ▶ The applicant's State-issued ID (Driver's License, Florida ID, Passport, or U.S. Military ID)
- Proof of Income
 - ▶ 2019 Federal Income Tax Return Document

OR

- ▶ All household income from the most recent 60-day period, including:
 - ◆ Pay stubs
 - ◆ Unemployment benefits
 - ◆ Social Security benefits (most recent 30-day period)
 - ◆ Child support
 - ◆ Self-employment income
- Proof of Household Size
 - ▶ Proof not required if you submit your 2019 Federal Income Tax Return Document
 - ▶ If you do not submit your 2019 Federal Income Tax, then a State-issued ID (Driver's License, Florida ID, Passport, or U.S. Military ID) is required for each adult in the household and a birth certificate for each minor in the household
- Proof of Loss of Income
 - ▶ Layoff letter on company letterhead
 - ▶ Unemployment Benefit Letter, OR
 - ▶ Verification of Employment and Loss of Income Form

IF YOU ARE DETERMINED ELIGIBLE: If you are determined eligible, you will receive an email with forms to verify past due rent, mortgage, and/or utilities expenses which you're seeking assistance that must be completed and signed by your landlord, property manager, mortgage company and/or utility company.

If applying for mortgage assistance, you must upload proof of homesteaded property.



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WHERE YOU CAN APPLY: Beginning on August 17, 2020, Leon County residents can apply for assistance through the www.LeonCountyCARES.com. Applicants with questions regarding the Leon CARES Online Portal or the Individual Assistance Program can call the Leon CARES Call Center at (855) 203-6584 (toll free) between 8 a.m. – 6 p.m. Monday through Friday.

If you need assistance with completing the online application, applicants can receive FREE assistance by visiting one of the locations below during their respective times of operation.

Organization	Address	Telephone	Hours of Operation
Tallahassee Urban League	923 Old Bainbridge Rd.	850-222-6111	9 a.m. – 6 p.m., Monday – Friday
ECHO, Inc.	548 E. Bradford Rd.	850-224-3246	9 a.m. – 5 p.m., Monday – Thursday; 9 a.m. – 12 p.m. Fridays; Appointments only
Greater Frenchtown Area Revitalization Council	603 N. Martin Luther King, Jr. Blvd.	850-284-0366	9 a.m. – 5 p.m.
Leon County Office of Human Services & Community Partnership	918 Railroad Avenue	850-606-1900	8:30 a.m. – 5 p.m., Monday – Friday
Leon County Main Library	200 W. Park Ave.	850-606-2665	10 a.m. – 6 p.m., Monday – Saturday; 1 p.m. – 6 p.m. Sundays
Dr. B.L. Perry, Jr. Branch Library	2817 S. Adams St.	850-606-2950	10 a.m. – 6 p.m., Tuesday – Saturday
Eastside Branch Library	1583 Pedrick Rd.	850-606-2750	10 a.m. – 6 p.m., Tuesday – Saturday
Jane G. Sauls Fort Braden Branch Library	16327 Blountstown Hwy.	850-606-2900	10 a.m. – 6 p.m., Tuesday – Saturday
Lake Jackson Branch Library	3840-300 N. Monroe St.	850-606-2850	10 a.m. – 6 p.m., Tuesday – Saturday
Northeast Branch Library	5513 Thomasville Rd.	850-606-2800	10 a.m. – 6 p.m., Tuesday – Saturday
Woodville Branch Library	8000 Old Woodville Rd.	850-606-2925	10 a.m. – 6 p.m., Tuesday – Saturday